



GENERAL CONTRACTOR REGISTRATION APPLICATION

For Criteria of application for ANY registration, refer to Columbus Building Code Chapter 4114.

PART I: APPLICANT INFORMATION

Application Date _____

I, the undersigned hereby apply for a General Contractor Registration, in the City of Columbus, Ohio, and for that purpose give the following information and answers to ALL of the questions contained in this application:

Name _____ Date of Birth _____ Social Security # _____

Home Address _____ City/State/Zip _____

Home Telephone _____ Business Telephone _____

Have you ever been summoned before any City of Columbus Contractor Board of Review for any type of violation hearing? ☐ Yes ☐ No

If YES, Which Board? _____ Date _____ Board Decision _____

Have you ever pled guilty or been found guilty of any offense other than non-moving traffic violations? ☐ Yes ☐ No

If YES, Please list below

OFFENSE	DATE OF ARREST OR CITATION	PLACE (CITY AND STATE)

PART II: BUSINESS/COMPANY INFORMATION

Business Name _____ Fed ID# _____

Business Mailing Address _____ City/State/Zip _____

Business Email Address _____ Telephone _____

Business Type (Check One)

☐ Individual Only ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Other (specify) _____

Applicant's Position with Business/Company _____
(President, Vice-President, Partner, Sole-Owner, Employee, etc.)

How long has the Applicant been in this position? From _____ To _____



PART III: STATEMENT BY APPLICANT

I hereby certify that, to the best of my knowledge and belief, all statements made herein or attached are complete and accurate. I understand that any false statements later disclosed will cause loss of my right of registration, and may subject me to prosecution under Ohio Revised Code Section 2921.13.

Date _____ Signature of Certificate Holder _____

SWORN to before me and subscribed in my presence this _____ day of _____, in the year _____

Notary Public _____ My Commission Expires _____

Notary Seal Here

OFFICIAL USE ONLY

ISSUE DATE OF REGISTRATION _____ REGISTRATION # _____

BY (LICENSE SECTION) _____ DATE _____

Remarks:



GENERAL INFORMATION FOR CONTRACTOR REGISTRATION

Section 4114 of the Columbus Code requires the following be presented in order to secure a General Contractor Registration:

1. A General Contractor registration application completed and notarized.
2. **A bond in the amount of \$15,000.** YOU MUST USE THE ENCLOSED BOND FORM. (For more information, see Bond Information Sheet.)
3. **Evidence of "liability insurance"** written by an insurance company licensed to do business in the State of Ohio with the limits of liability no less than one hundred thousand dollars (\$100,000) for damages to a single person, and three hundred thousand dollars (\$300,000) for one (1) occurrence.
4. **Evidence of "Workers' Compensation"** with the State of Ohio for the registration holder, or the assigned company, and employees engaged or to be engaged in the work covered by such registration.
Evidence must be a copy of your current Workers' Compensation Certificate of Coverage. Please contact The State of Ohio Bureau of Workers' Compensation at 1-800-644-6292 for additional information about this certificate.
5. **Assignment of Registration.** If you wish to assign your registration to a business concern, we must have a current assignment form on file. In accordance with C.C. 4114, when an assignment is made, all documents are to be completed in the name of the business.
When completing the assignment form, you must provide a list of no more than six (6) full time officers and/or employees of the business, including yourself. These individuals are required to sign the assignment form. Only persons whose signatures appear on the assignment form are authorized to sign permit applications.
6. **Social Security Number.** You must provide your social security number. If you are assigning your registration to a business concern, you must also furnish the **Federal Taxpayer ID Number** of that business concern. Paperwork that has omitted either of these pieces of identification will be returned without being processed.
7. Registration fee is \$350.00 and payment may be made in person or by mail to:
Contractor License Renewal (Checks payable to "Columbus - City Treasurer")
City of Columbus
Building Services Division
757 Carolyn Avenue
Columbus, Ohio 43224

MINIMUM PROCESSING TIME FOR SUBMITTED DOCUMENTS IS 10 BUSINESS DAYS!

If additional information is needed, please call the contractor license message center at (614) 645-6083. **This is a voice mailbox. Please leave your name, number, and a brief message. One of our customer service representatives will return your call.**
Forms and other information can be found at our website at td.ci.columbus.oh.us

COLUMBUS BUILDING CODE 4114.904 APPLICATION FOR AND ISSUANCE OF A GENERAL CONTRACTOR REGISTRATION

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| <p>(A) Any person desiring to be a registered general contractor shall apply to the department for such registration on a form prescribed therefor, together with the nonrefundable general contractor registration fee as required by the fee schedule.</p> <p>(B) The applicant for a general contractor registration shall meet the following requirements:</p> <ol style="list-style-type: none">(1) Be not less than eighteen (18) years of age; and(2) Be a United States citizen. <p>(C) An application for registration as a general contractor shall be confirmed and signed under oath by the applicant. The application shall contain the following information:</p> <ol style="list-style-type: none">(1) Name of the applicant;(2) Name of business entity to be registered by the applicant;(3) Date of birth;(4) Current residence and business addresses of the applicant;(5) Current residence and business telephone numbers of the applicant;(6) Dates of previous general contractor registrations with the department, if any;(7) Other information deemed necessary by the department. <p>(E) The department's building services division's licensing section shall review and process the application for a general contractor registration.</p> | <p>(F) Only upon the submission of a complete application for a general contractor registration, shall the department issue to such applicant a general contractor registration.</p> <p>(G) The continued validity or renewal of a general contractor registration is dependent upon the proof of and continued maintenance of all the following:</p> <ol style="list-style-type: none">(1) Proof of current and valid liability insurance; and(2) The required city bond; and(3) Proof of current and valid state of Ohio workers compensation coverage; and(4) Proof of an account in good standing with the city income tax division. <p>(H) The current policies and procedures of the department already established and used for the issuance of a building permit for work in, or on, a building, structure or site governed by the OBC and the construction of new One (1), Two (2) and Three (3) Family Dwellings shall continue to be enforced until December 31, 2002. Thereafter, the requirement for general contractor registration before the issuance of a building permit for these types of general construction as herein described shall become effective with the opening of the department's business on January 2, 2003. The license section of the Department shall begin accepting applications for general contractor registrations with the opening of the department's business on September 3, 2002, and such registrations shall be valid for an initial period of at least 12 months but not more than 18 months.</p> |
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GENERAL CONTRACTOR REGISTRATION BOND INFORMATION

Contractor: Give this sheet to your bond company to ensure all information is correct on the bond.

Bonding Agency: Please follow the instructions below when completing the Licensing/Registration Bond Form.

We have attached a sample bond form for your convenience. Please refer to this sample form when you have questions about the information below.

- 1. Form.** Use the bond form provided by the City if this is a new registration(s) or if the bond is being posted for the first time. In the case of a renewal of an existing registration(s) and corresponding bond, we will accept an original continuation certificate.
- 2. Bond Number and Date.** Enter the bond number and date on the form on the lines on the top left.
- 3. Amount of Bond.** All Contractor License/Registration bonds are \$15,000.00. Do not change this amount.
- 4. Name of Licensee.** Complete this space with the name of the individual you wish to designate as the responsible party for your registration.
- 5. Name of Company.** If the contractor is doing business as a company or assigning their registration to a business, complete this section with the exact full business name. If the contractor is conducting business as herself/himself, not using a business or corporation name, leave this section blank. (Contractors do business under a variety of names, many use more than one name. The bond must contain the exact and full individual name or the exact full business name the contractor will use in doing business with the City of Columbus. If the contractor is assigning their registration to a business, the exact full business name must appear on the bond.)
- 6. Name of Bond Company.** The bond company name must appear here.
- 7. Registration Type.** Complete this section listing the type of trade as "General" Contractor.
- 8. Expiration Date.** Expiration dates for City of Columbus General Contractor Registration(s) are based upon the first letter of the last name of the individual you designate as the responsible party for your registration. Please use the following table to calculate the appropriate expiration date:

Last Name Begins With:	Bond to Expire:
A - F	December 31
G - L	March 31
M - R	June 30
S - Z	September 30
- 9. Dating and Signing of Bond.** This section needs to be completed by both the individual designated in item #4 and the bonding company. Signatures must be originals. Do not use rubber stamps.
- 10. Bond Seal.** The bond must have either an original imprinted seal or gold seal affixed to it for validation. Any bond missing this seal is considered invalid and will be returned to the applicant without review.

When the bond form has been properly completed, return it to the applicant. Do not return this form to our office. The applicant must complete additional paperwork and attach a check for the registration fee. We require all paperwork to be submitted as a single package. Valid date of receipt by our office is the time-date stamp we administer. We do not accept postmarks or delivery service dates as received dates.

QUESTIONS?

Please call (614) 645-6083. This is a voice-mailbox. You may leave your name, number, and a brief description of your question and one of our customer service representatives will return your call.



GENERAL CONTRACTOR REGISTRATION BOND FORM ①

Bond # ② _____
 Date ② _____
 Amount \$15,000.00 ③ _____

KNOW ALL MEN BY THESE PRESENTS:

That (Licensee/Certificate holder) ④ _____
 of (Company Name) ⑤ _____
 as Principal and (Bond Company) ⑥ _____
 as Surety, are held firmly bound unto the City of Columbus, c/o City Treasurer for the General Fund, city hall, 90 West Broad Street, Columbus, Ohio 43215, as Oblige, in the sum of Fifteen Thousand and no/100th Dollars (\$15,000.00) to be paid to said Oblige City, its successors and assigns, and for the payment thereof well and truly to be made, we, Principal and Surety, jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns firmly by these presents. The conditions of the above obligation are such that:

WHEREAS, the above principal has or is about to apply to said Oblige for a license/registration as a ⑦ _____ Contractor
 for the term commencing this date and ending (MO/DAY/YR) ⑧ _____, pursuant to Chapter 33 or 41 of the Columbus City Codes, 1959, as applicable.

WHEREAS, Principal, his agents and employees shall save the City harmless from all loss and damage to persons or property which may be occasioned in any way, by accident or the want of care or skill on applicant's part, in the prosecution of the work contracted, performed, pursued or attempted under such license/registration, pursuant to Columbus City Code Title 41, sections 4114.515, 4114.707 and 4114.913.

NOW THEREFORE, if the license/registration shall be issued to Principal and Principal, his agents and employees shall save the City harmless from all loss and damage to persons or property of the City and aforesaid, then this obligation shall be void; otherwise, the same shall remain in full force and effect.

IT IS FURTHER AGREED AND UNDERSTOOD that Surety Company reserves the right to cancel this bond by giving thirty (30) days written notice to Oblige c/o Administrator for The Building Services Division, 757 Carolyn Avenue, Columbus, Ohio 43224, and upon receipt of such cancellation notice, Surety Company is relieved of any further liability. Surety Company will be liable for loss accruing up to the effective date of said cancellation notice, but in no event to exceed said \$15,000.00

Signed this ⑨ _____ day of _____, in the year _____

Licensee/Certificate Holder ⑨ _____ By ⑨ _____
 (PRINT OR TYPE NAME) (SIGNATURE)

Surety ⑨ _____ By (Attorney-in-fact) ⑨ _____
 (PRINT OR TYPE NAME) (SIGNATURE)

Seal ⑩ _____



GENERAL CONTRACTOR REGISTRATION BOND FORM

Bond # _____
Date _____
Amount \$15,000.00

KNOW ALL MEN BY THESE PRESENTS:

That (Licensee/Certificate Holder) _____
of (Company Name) _____
as Principal and (Bond Company) _____
as Surety, are held firmly bound unto the City of Columbus, c/o City Treasurer for the General Fund, City Hall, 90 West Broad Street, Columbus, Ohio 43215, as Oblige, in the sum of Fifteen Thousand and no/100th Dollars (\$15,000.00) to be paid to said Oblige City, its successors and assigns, and for the payment thereof well and truly to be made, we, Principal and Surety, jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns firmly by these presents. The conditions of the above obligation are such that:

WHEREAS, the above principal has or is about to apply to said Oblige for a license/registration as a _____ Contractor
for the term commencing this date and ending (MO/DAY/YR) _____, pursuant to Chapter 33 or 41 of the Columbus City Codes, 1959, as applicable.

WHEREAS, Principal, his agents and employees shall save the City harmless from all loss and damage to persons or property which may be occasioned in any way, by accident or the want of care or skill on applicant's part, in the prosecution of the work contracted, performed, pursued or attempted under such license/registration, pursuant to Columbus City Code Title 41, sections 4114.515, 4114.707 and 4114.913.

NOW THEREFORE, if the license/registration shall be issued to Principal and Principal, his agents and employees shall save the City harmless from all loss and damage to persons or property of the City and aforesaid, then this obligation shall be void; otherwise, the same shall remain in full force and effect.

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Signed this _____ day of _____, in the year _____

Licensee/Certificate Holder _____ By _____
(PRINT OR TYPE NAME) (SIGNATURE)

Surety _____ By (Attorney-in-fact) _____
(PRINT OR TYPE NAME) (SIGNATURE)

Seal



ASSIGNMENT/AUTHORIZED SIGNER FORM

Date _____

The following individual, having met the requirements for a contractor’s license/registration, hereby requests that the license/registration be assigned to the business concern indicated.

The license/registration is to be granted to engage in business as a _____ contractor, as per Chapter 33 or 41 of the Columbus City Code, 1959, as applicable. The individual herein shall be associated with the business concern full-time as a *bona fide* officer, proprietor, partner, or employee. The individual will be actively engaged in and perform work only for the business concern to which his/her license/registration has been assigned. **Only persons listed on this form with signatures attached, shall be authorized to sign permit applications.**

The following information shall be furnished and the following section shall be completed in full. List yourself on the appropriate line. **Have all authorized persons who sign permit applications sign on the line adjacent to their printed name.**

(PLEASE CHECK ONE) ☐ CORPORATION ☐ COMPANY ☐ PARTNERSHIP ☐ INDIVIDUAL

FULL NAME OF BUSINESS TO WHICH LICENSE/REGISTRATION WILL BE ASSIGNED (MUST BE IDENTICAL TO NAME APPEARING ON BOND) FED I.D. AND/OR SOCIAL SECURITY NUMBER

Email address: _____

STREET CITY STATE ZIP TELEPHONE

PRESIDENT, PARTNER, OR EMPLOYEE NAME (PRINT OR TYPE) SIGNATURE

HOME ADDRESS CITY STATE ZIP TELEPHONE

VICE-PRESIDENT, PARTNER, OR EMPLOYEE NAME (PRINT OR TYPE) SIGNATURE

HOME ADDRESS CITY STATE ZIP TELEPHONE

TREASURER, PARTNER, OR EMPLOYEE NAME (PRINT OR TYPE) SIGNATURE

HOME ADDRESS CITY STATE ZIP TELEPHONE

SECRETARY, PARTNER, OR EMPLOYEE NAME (PRINT OR TYPE) SIGNATURE

HOME ADDRESS CITY STATE ZIP TELEPHONE

TREASURER, PARTNER, OR EMPLOYEE NAME (PRINT OR TYPE) SIGNATURE

HOME ADDRESS CITY STATE ZIP TELEPHONE

OTHER OFFICER, PARTNER, OR EMPLOYEE NAME (PRINT OR TYPE) SIGNATURE

HOME ADDRESS CITY STATE ZIP TELEPHONE

The following individual requests a Contrator license/registration be assigned to the above business, and hereby assigns the rights of that license/registration.

TYPE OF TRADE LICENSE/REGISTRATION # LICENSE/REGISTRATION HOLDER SIGNATURE & POSITION HELD IN COMPANY

Sworn to before me and subscribed in my presence this _____ day of _____, in the year _____

NOTARY PUBLIC SIGNATURE MY COMMISSION EXPIRES

Notary Seal Here